Board Subcommittee and Stated Meetings. Budget Committee receives briefing on 311-Q .
December Budget prepares mid-year projections and department preliminary budget sheets.
January Governor’s Budget released by January 10. Finance to receive enrollment projections for
the next fiscal year. Preliminary revenue and draft assumptions from Governor’s Budget
reviewed with Board Subcommittee, Board, and Budget Committee.
February Active positions rolled into budget module. Review of preliminary position budgets.
Department prior and current line item department budget sheets issued, with
instructions and due dates distributed to Vice Chancellors for distribution to managers
with budget responsibility. 2nd Quarter report due February 15th. 311-Q reviewed at Board
Subcommittee and Stated Meeting. Budget Committee receives briefing on 311-Q.
March Roll over of non-salary budgets into budget module. Meet with Budget Managers to go
over budget requirements for next fiscal year. Department budget sheets due at end of
March.
April Review of department budget sheets and input into budget system. Position control
worksheets are sent to the Vice Chancellors and Chancellor. Preliminary budget to be
completed mid-April with review by Chancellor’s Cabinet, Budget Committee, and the
Participatory Governance Committee in May.
May 3rd Quarter 311-Q due by May 15th. May Revise presented by May 15th with updates to
preliminary budget based on May Revise adjustments. Tentative Budget and 311-Q
reviewed at Board Subcommittee and Stated Meetings. Budget Committee and
Participatory Governance Committee receives briefing on 311-Q and Preliminary Budget.
June Tentative Budget approved by June 15th. Budget office presents end of year projections at
Board Subcommittee and Stated meetings. Purchasing for next fiscal year open on June
15th.
July Year-end closing and establishment of actual ending balances. Review of prior-year impact
on Tentative Budget and any necessary changes. Review of any adjustments at Board
Subcommittee and Board meetings.
August Adoption Budget draft prepared for review by Board Subcommittee and campus
governance groups. Final review by Chancellor’s Cabinet.
September Public Hearing and adoption of Final Budget. File report with county and state agencies.
Complete year-end process for annual audit.
October Review of prior year actuals, enrollment, and other impacts to prior year budget. Submit
all materials required for final audit. Completion and submission of the 311-Annual
Financial Report by October 15th. Submit 311-A to Board Subcommittee and Board for
review at stated meetings.